

Multi-Part Motions

This procedure explains how to docket a two-part motion. The example illustrated is a Motion for Relief from Stay and Adequate Protection.

- STEP 1** Click the Bankruptcy hypertext link on the CM/ECF Main Menu. (See Figure 1.)

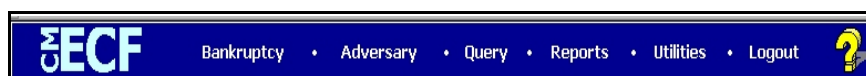


Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen will display. (See Figure 2.)

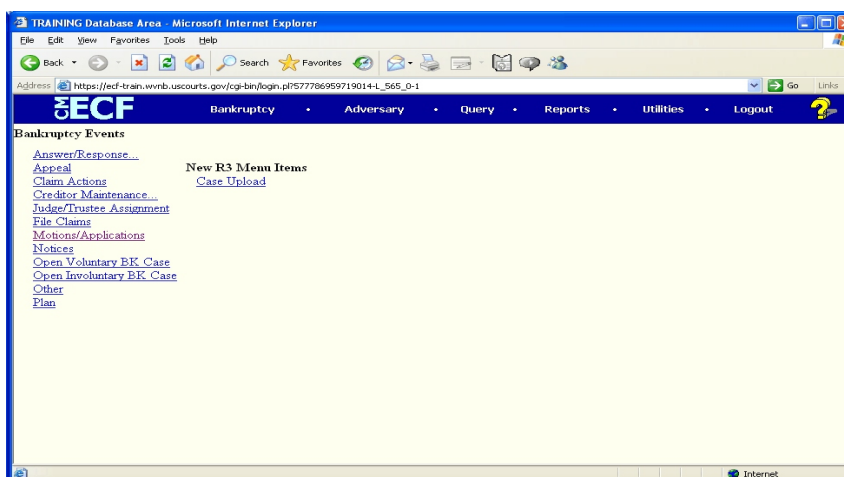


Figure 2

- ◆ Click the Motions/Applications hyperlink.

- STEP 3** The **CASE NUMBER** screen displays. (See Figure 3.)

- ◆ Enter the case number, including the hyphen.
- ◆ Click **[Next]**.

NOTE: You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

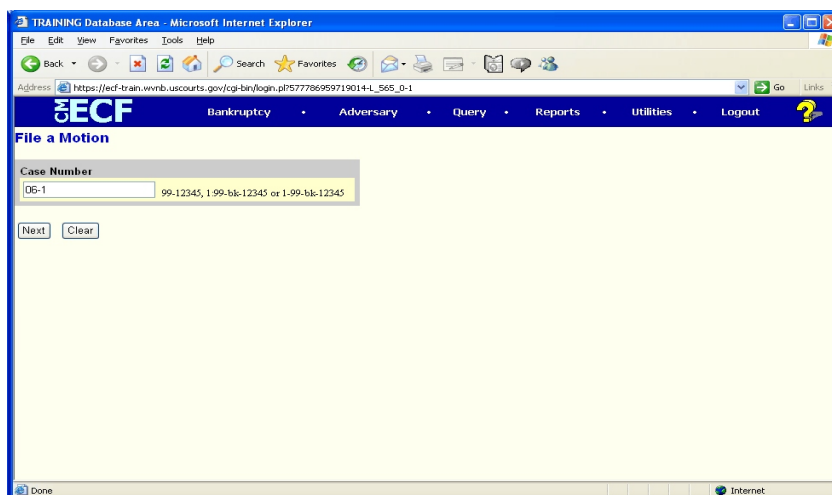


Figure 3

STEP 4 The **MOTION EVENTS** screen displays next.
(See Figure 4.)

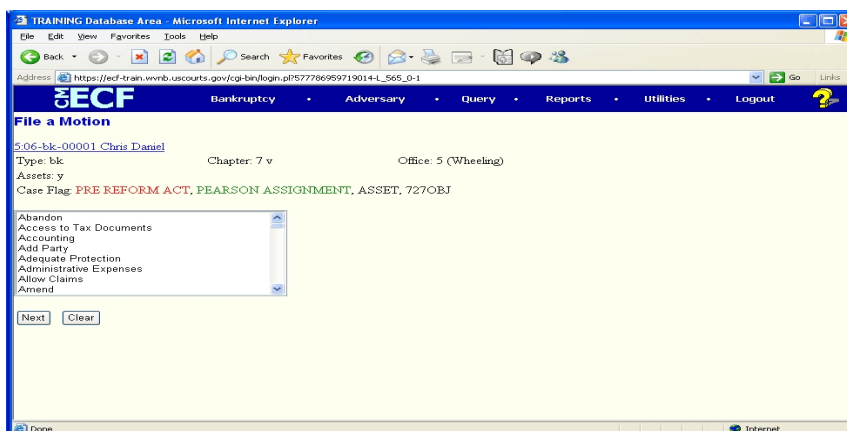


Figure 4

- ◆ Click to highlight Relief from Stay. Keeping the [Ctrl] key depressed, scroll up and highlight Adequate Protection. Release the [Ctrl] key. There are now two reliefs identified and selected for this motion.
- ◆ Click [Next].

STEP 5 The **JOINT FILING** screen displays. (See Figure 5.)

The screenshot shows a web browser window titled "TRAINING Database Area - Microsoft Internet Explorer". The address bar shows a URL from the ECF system. The page has a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is titled "File a Motion:" and displays case information: "5:06-bk-00001 Chris Daniel", "Type: bk", "Chapter: 7 v", "Office: 5 (Wheeling)", "Assets: y", and "Case Flag: PRE REFORM ACT, PEARSON ASSIGNMENT, ASSET, 727OBJ". Below this information is a checkbox labeled "Joint filing with other attorney(s)". At the bottom of the form are "Next" and "Clear" buttons.

Figure 5

- ◆ This screen is only used if another attorney is joining in a filing, do not check this box.

If this were a joint filing with another attorney(s) you would check the box and after selecting **[Next]** you would be presented with a pick list of attorneys on the case to select as joint filers.

- ◆ Click **[Next]**.

STEP 6 The **SELECT PARTY** screen displays. (See Figure 6.)

- ◆ Since the party, American Credit, is currently not a party in this case, they are not listed and must be added. Click the Add/Create New Party hyperlink.

This screenshot shows the same "File a Motion" screen as Figure 5, but with the "Select the Party:" dropdown menu open. The dropdown list contains the following entries: "AAA Financial Services, [Creditor]", "Bayha, David [Accountant]", "Daniel, Chris [Debtor]", "Ecast, [Creditor]", "Fluharty1, Thomas [Trustee]", "Gall, Karla [Attorney for the Trustee]", "Schmitt, Joe [Creditor]", and "Smith, Olivia [Interested Party]". To the right of the dropdown is a hyperlink labeled "Add/Create New Party". Below the dropdown are "Next" and "Clear" buttons.

Figure 6

STEP 7 The **PARTY SEARCH** screen appears.

- ◆ Enter the first part of the business name and click **[Search]**. (See Figure 7.)

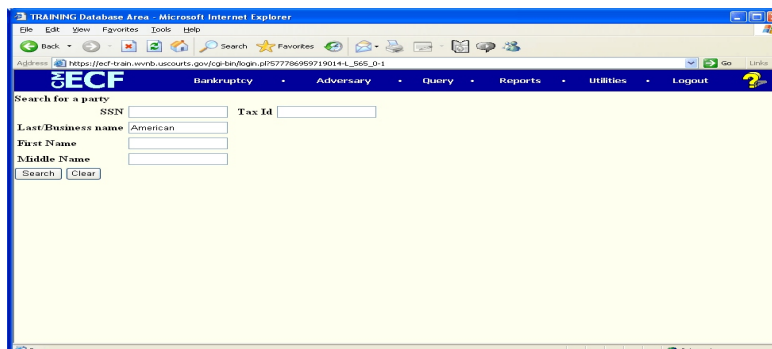


Figure 7

STEP 8 If there are no matches, the system will return a **No Person Found** message. Make sure your search criteria is accurate. If the party is not found on your first try, use different criteria and/or wildcards.

- ◆ If the party is not already on the database, proceed to add the creditor. Click **[Create New Party]**.

NOTE: Your name search may find more than one record having the same name as shown in **Figure 8**. Clicking on each of the names will display a window showing the party's address information for verification.

If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on the **[Create new party]** button to add a new person record with this address.

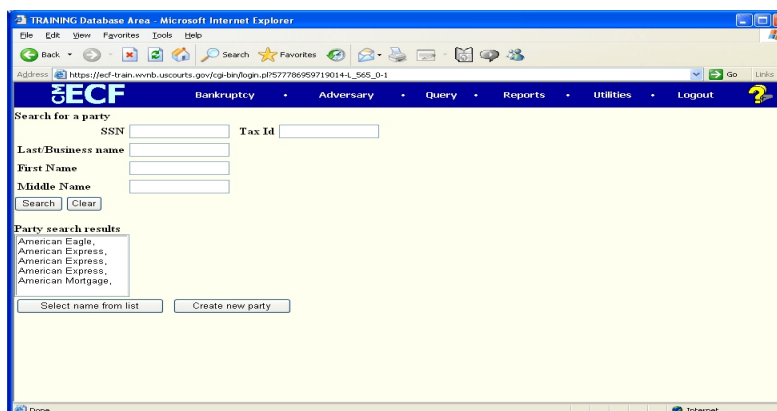


Figure 8

STEP 9 The **PARTY INFORMATION** screen displays. (See Figure 9.)

Figure 9

- ◆ Enter creditor **Name** information in the appropriate boxes.
- ◆ Expand the **Role Type** selection pick list by clicking on the down arrow ▼ and select Creditor.
- ◆ Enter further descriptive text for the creditor in the Party Text field, if appropriate. (A Connecticut Corporation, Guardian of the State, etc.)
- ◆ It is not necessary to add yourself as counsel for the party. Your login will furnish your attorney information to the system.
- ◆ Click [**Submit**].

STEP 10 The **SELECT PARTY** screen appears again. (See Figure 10.)

Figure 10

- ◆ The new creditor's name, American Finance, is highlighted.
- ◆ Click **[Next]** to continue.

STEP 11 The **ATTORNEY/PARTY ASSOCIATIONS** screen appears.
(See Figure 11.)
Figure 11

- ◆ Click the box to establish the association between you and Friendly Finance in this case.
- ◆ Click **[Next]**.

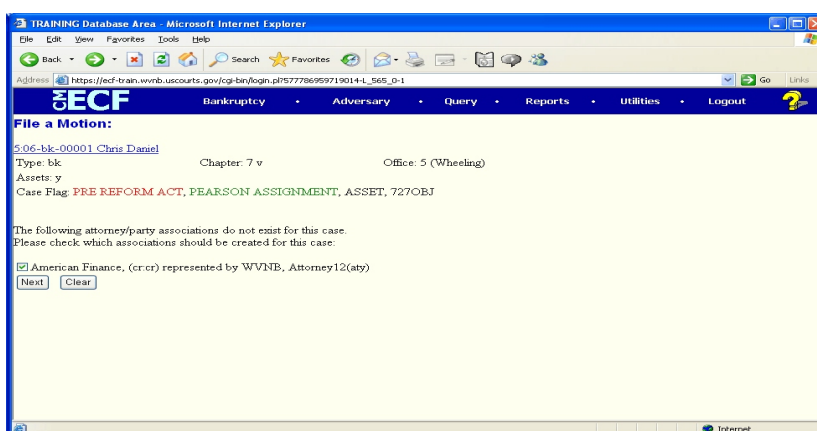


Figure 11

STEP 12 The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 12.)

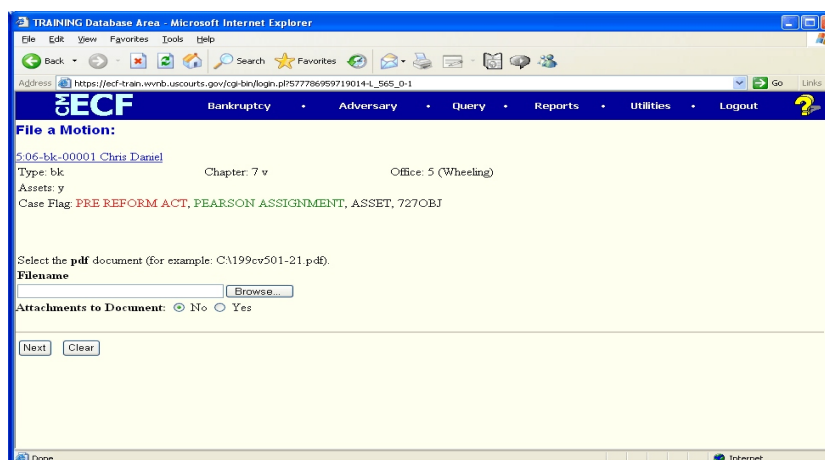


Figure 12

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
 - In the **File Upload** window, change **Files of type:** to **All Files (*.*)**
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
- ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- ◆ Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.
- ◆ The path and name of the selected PDF file is placed in the **Filename** Box. The file will be associated with the current event and a hyperlink will be created to it.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information.)
- ◆ Click **[Next]**.

STEP 13 See Figure 13.

- ◆ Insert a brief description of the **property**
- ◆ Enter **y** or **n** after **With Certificate of Service?**
- ◆ Click **[Next]** to continue.

TRAINING Database Area - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://ecf-train.wvmb.uscourts.gov/cgi-bin/login.pl?677786959719014-1_565_0-1

ECF Bankruptcy Adversary Query Reports Utilities Logout

File a Motion:

06-bk-00001 [Chris Daniel](#) Chapter: 7 v Office: 5 (Wheeling)

Type: bk Assets: y

Case Flag: PRE REFORM ACT, PEARSON ASSIGNMENT, ASSET, 727OBJ

What Property?(briefly describe) 2005 Ford Explorer

With Certificate of Service? y or n: y

Next Clear

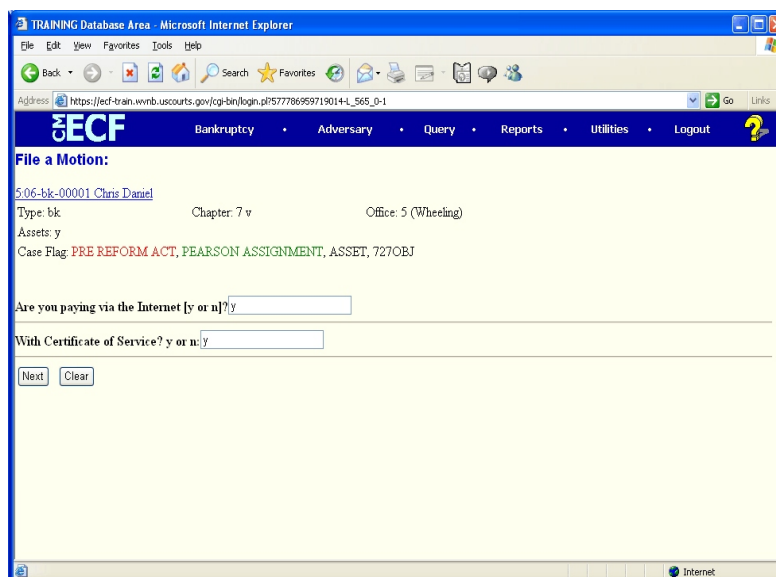
Figure 13

STEP 14 Since a part of this multi-part motion is Relief from Stay requiring a filing fee, the screen shown below appears. (See Figure 14.)

- ◆ Enter **y** after **Are you paying via the Internet**
- ◆ Enter **y** or **n** after **With Certificate of Service?**

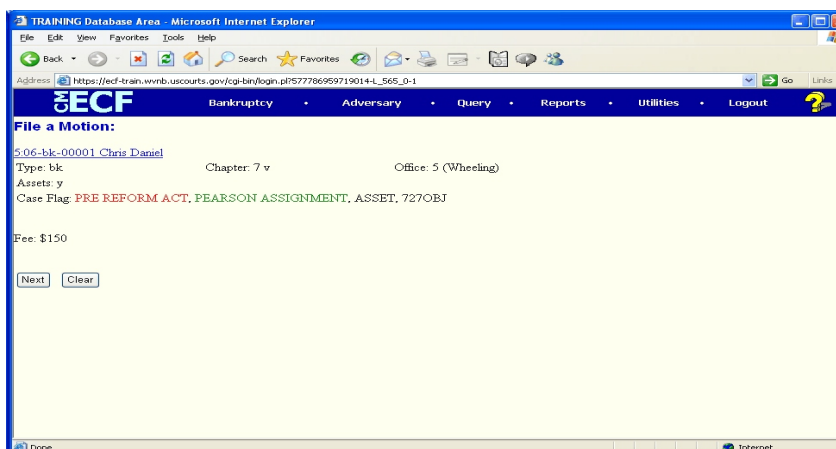
This appeared again because two reliefs were requested.

- ◆ Click **[Next]** to continue.



Page 14

STEP 15 The following screen displays reflecting the filing fee for filing a Motion for Relief from Stay. (See Figure 15.)



Page 15

- ◆ Click **[Next]** to continue.

Step 16 The **MODIFY DOCKET TEXT** screen appears. (See Figure 16.)

TRAINING Database Area - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl?5777869597190144_565_0-1 Go Links

ECF Bankruptcy Adversary Query Reports Utilities Logout

File a Motion:

5:06-bk-00001 [Chris Daniel](#)

Type: bk Chapter: 7 v Office: 5 (Wheeling)

Assets: y

Case Flag: PRE REFORM ACT, PEARSON ASSIGNMENT, ASSET, 727OBJ

Docket Text: Modify as Appropriate.

Agreed ☐ Motion for Relief from Stay regarding 2005 Ford Explorer . Fee Amount \$150. with Certificate of Service, ☐ Motion for Adequate Protection with Certificate of Service. Filed by American Finance . (WVNB, Attorney12)

Done Internet

Figure 16

If appropriate, choose a prefix from the **Prefix Text** pick list

- ◆ In either or both of the text boxes, add additional text for the motions you are filing, if applicable.
- ◆ Click **[Next]** to continue.

STEP 17 The **FINAL DOCKET TEXT** screen displays. (See Figure 17.)

TRAINING Database Area - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl?5777869597190144_565_0-1 Go Links

ECF Bankruptcy Adversary Query Reports Utilities Logout

File a Motion:

5:06-bk-00001 [Chris Daniel](#)

Type: bk Chapter: 7 v Office: 5 (Wheeling)

Assets: y

Case Flag: PRE REFORM ACT, PEARSON ASSIGNMENT, ASSET, 727OBJ

Docket Text: Final Text

Agreed Motion for Relief from Stay regarding 2005 Ford Explorer . Fee Amount \$150. with Certificate of Service, Motion for Adequate Protection with Certificate of Service. Filed by American Finance. (WVNB, Attorney12)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Done Internet

Figure 17

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before addition to the case. If correct, click **[Next]**.
- ◆ If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the screen to be modified.
 - To abort or restart the transaction, click the Bankruptcy hyperlink on the **Menu Bar**.

STEP 18 The **NOTICE OF ELECTRONIC FILING SCREEN** displays.
(See Figure 18.)

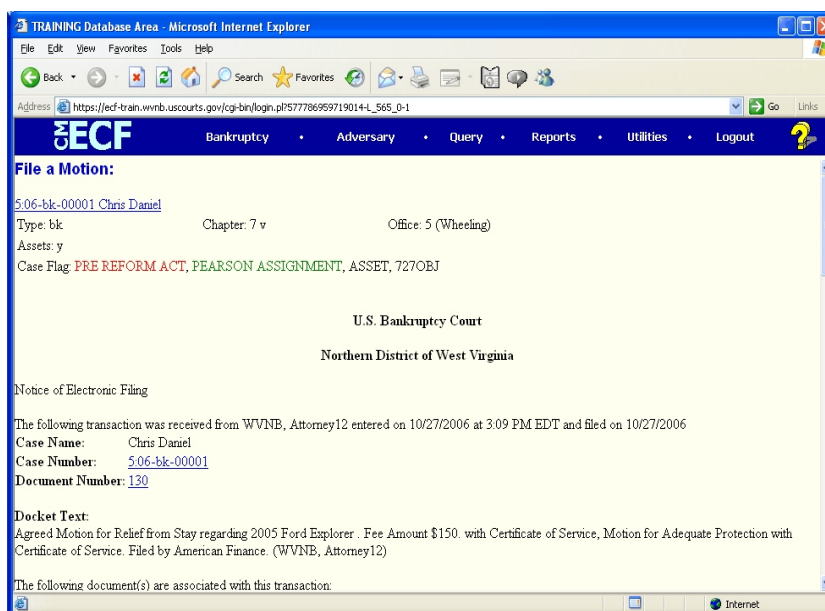


Figure 18

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the **PACER** login screen.
- ◆ Clicking on the document number hyperlink will present the **PACER** login screen.
- ◆ To print a copy of this receipt click the browser **[Print]** icon.
- ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ The **Notice of Electronic Filing** will also be accessible as an option from the docket sheet. However, attorneys and public users will be charged a **PACER** access fee.

Notice of Electronic Filing:

Hyperlink to docket sheet

Date and time stamp information

Case Title

Case number hyperlink to docket sheet?

Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document if there is one.

Associated (PDF) documents:

Document description: Defaults to **Main Document** being docketed.

Original filename: Filer's full directory path from firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption.

Document description: First **attached** document's description that was entered on the attachment screen by the filer.

Original filename: Filer's full directory path from the firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the attachment for security purposes. Key file of the court used for encryption

Notice will be electronically mailed to:

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

Notice will not be electronically mailed to:

Name and address of other parties on the case who have not furnished their e-mail address with the court.